

Diners Card Cardholder Agreement Form

Your signature on this form indicates that you understand and will comply with Diners Card requirements, including the following statements:

1. The Diners Card may **ONLY** be used for University travel related expenses.
2. Prohibited purchases are not allowed and include:
 Personal purchases.
 Any non-official University related travel expenses for which reimbursement would not be allowed.
3. Lost or stolen cards are to be reported immediately to Diners Club International MasterCard.
4. Cardholders will receive their Diners Card monthly statements at the address listed on the application.
5. Cardholders agree to accept all liability for any charges incurred on the Diners Card.
6. Cardholders are responsible to make prompt payments directly to Diners Card.
7. Cardholders authorize the University to withhold payroll deductions if a balance is considered in default until the balance is paid in full.
8. Cardholders authorize the University to withhold any amount due on the Diners Card from the employee's final payroll check upon termination of employment.
9. Cardholders agree to surrender the card to the University upon termination of employment or by the request of the University or Diners Club International MasterCard.

Employee Signature

A Number

Employee Printed Name

Campus Phone Number

E-Mail Address

Last 4 Digits of Account Number